



**St. Stephen's**  
EPISCOPAL CHURCH  
RICHMOND, VIRGINIA

*A community of hospitality, healing, and hope, sharing the love of Christ.*

## 2026 Outreach Grant Application Process

St. Stephen's Episcopal Church evaluates grant requests from a variety of organizations, with special attention given to those serving individuals and communities of the marginalized, weak and vulnerable. Our local outreach has many components, but a primary focus is on organizations and efforts in the East End of the City of Richmond. We seek to support institutions which have a spiritual component as well as those in which St. Stephen's parishioners are, or can become, involved.

### Timeline

**JANUARY 15** Grant applications sent to organizations/agencies

**FEBRUARY 13** Deadline for applications to be returned

**MARCH 1** Consideration, including site visits, begins

**JUNE** Grant approvals issued, recipients notified

**SUBMISSION INSTRUCTIONS** Complete the application and send it, with any applicable documents and materials, by February 13, 2026 to

Electronic submissions (PDFs only):  
[outreach@ststephensRVA.org](mailto:outreach@ststephensRVA.org)

Mailed or delivered submissions:

Jennifer Bousquet, Director of Outreach and Engagement  
St. Stephen's Episcopal Church

6000 Grove Avenue  
Richmond, Virginia 23226

# St. Stephen's Church Outreach Grant Application

DATE \_\_\_\_\_

## Organization/Agency

ORGANIZATION \_\_\_\_\_  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
AREA CODE/PHONE \_\_\_\_\_  
WEBSITE URL \_\_\_\_\_

## Contact Person

CONTACT NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
AREA CODE/PHONE \_\_\_\_\_  
EMAIL ADDRESS \_\_\_\_\_

## Request

AMOUNT \$ \_\_\_\_\_

Provide a brief, clear description of the project, including how much money has been raised to date for this fiscal year, what are other sources of funding, and how requested funds will be used.

## About your organization

Briefly describe your organization, including its purpose, its accomplishments, and any future plans. (A current brochure, if comprehensive, is acceptable.)

Enclose your most recent balance sheet and operating statement showing where the organization derives support and endowments, if any, and your most recent audited financial statement. Use the space below to add comments if desired.

Enclose copies of IRS forms certifying that the organization is:

1. exempt from federal income tax payment under section 501 c (3)
2. not classified as a private foundation as defined in Section 509 (a) of the Internal Revenue Code; or
3. If your IRS forms are already on file with the church, state that the organization's status is unchanged from the previous year:

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Enclose a list of names and affiliates of the organization's trustees, directors or advisors, or list them below.

Please list any St. Stephen's Church parishioners who are affiliated with your organization (members; directors; advisors; volunteers; staff, etc.)

Have you applied for and/or received funds from any group at St. Stephen's during the last two years? If so, list group/s and amounts below.

Yes  
 No

Any additional remarks about your organization/agency?

Submitted on behalf of the above listed organization/agency by:

SIGNATURE \_\_\_\_\_  
NAME (PRINT) \_\_\_\_\_  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_